



## 2026-27 REQUEST FOR PROGRAM FUNDING

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

We, the undersigned, acting on behalf of \_\_\_\_\_, submit the attached information as a basis for requesting an allocation in the total amount of \$ \_\_\_\_\_, from the United Way of Parker County (UWPC) for the 12 month period of April 1, 2026 through March 31, 2027.

Submission of this allocation request will serve as an agreement to operate within the spirit and letter of the UWOC Annual Statement of Agreement provided in this packet.

<b>Executive Director:</b>	_____	_____	_____
	Print Name	Signature	Date
<b>Board President:</b>	_____	_____	_____
	Print Name	Signature	Date
<b>Board Treasurer:</b>	_____	_____	_____
	Print Name	Signature	Date

### The applying Agency shall:

- **Agree to comply with the Annual Statement of Agreement between the applying agency and the United Way of Parker County (UWPC).**
- Be incorporated as a not-for-profit 501 (C)3 tax organization and registered with the Texas Secretary of State.
- Have bylaws that clearly define the agency's purpose, duties and authority and the responsibilities of the governing body.
- Have an unpaid Board of Directors who meet at least quarterly, sets policies, has representation from the UWPC service area, and implements a board term rotation policy.
- Cooperate with other social service agencies in promoting effective, efficient service, with lack of duplication in service delivery system.
- Obtain support, financial and/or in kind, other than United Way funding.
- Provide a valid human service program available to all Parker County residents that meet a genuine community need and addresses current problems of high priority.
- Have provided the program or service to Parker County residents for the immediate 12 months prior to the submission of funding application.
- Provide the program or service to clients regardless of race, color, national origin, gender, religious affiliation or disability.

### Programs ineligible for funding:

- Those that are primarily political in nature, including agencies that exist solely as advocates for special interest groups.
- Those that provide services only to the members of a particular religious group, or which exist solely to advocate particular religious beliefs.
- Those that exist solely as a forum for the presentation of cultural or artistic achievements.
- Any others that the UWPC Board considers inappropriate.

The United Way of Parker County will be responsible for applying the admission criteria fairly and consistently. UWPC Board decisions are final.



## REQUIRED DOCUMENTS

In order to be considered for funding from the UWPC for the 2026 fiscal year, the following documents must be provided:

**A printed copy of :**

- ☐ Request for Program Funding (enclosed, page 1)
- ☐ Program Summary (enclosed, page 11)
- ☐ Program/Project budget
- ☐ Copy of most recent IRS 990

**A digital copy on a labeled thumb drive:**

- ☐ Copy of IRS letter granting your 501 (C)3 status
- ☐ Copy of registration with the Texas Secretary of State
- ☐ Copy of most recent IRS 990
- ☐ Copy of current by-laws
- ☐ Board of Directors 2026 meeting schedule and list of current board members
- ☐ Copy of the most recent completed annual financial statements (audit preferred if available)
- ☐ Request for Program Funding (enclosed, page 1)
- ☐ Agency Agreements (enclosed, page 4)
- ☐ Annual Statement of Agreement (enclosed, page 5-7)
- ☐ Anti-Terrorism Compliance Measures. (enclosed, page 8)
- ☐ Program Summary Form (enclosed, page 9)
- ☐ Program/Project budget (for each program/project for which funding is being requested)
- ☐ Form A: Service Data (enclosed, page 10)
- ☐ Form B: Publicity & Marketing (enclosed, page 11)

Please provide a separate submission for each program/project for which funding is being requested.

**FAILURE TO INCLUDE ANY OF THIS INFORMATION MAY RESULT IN REJECTION OF YOUR APPLICATION.**

**Application Deadline is Saturday, February 21, 2026.**

Please email [director@unitedwayofparkercounty.org](mailto:director@unitedwayofparkercounty.org) when documents are ready to be picked up.



## AGENCY AGREEMENT

If accepted as a partner agency of the United Way of Parker County, \_\_\_\_\_ hereby agrees:

1. To provide health and human care to Parker County residents;
  2. To accept the apportionment of funds awarded by the UWPC Allocation Committee and approved by the UWPC Board of Directors
  3. To be registered with the IRS as a 501(c)3 organization, and registered with the Texas Secretary of State as a nonprofit organization;
  4. To maintain a responsible management, with a qualified board of unpaid directors. The Board shall meet at least four times a year and agree to provide the UWPC Allocation Committee with quarterly updates on the use of allocated funds. The UWPC Executive Board is authorized to define the requirements of a "responsible management";
  5. To have a financial management system that meets the basic standards of accounting, including (but not limited to) a compiled annual financial report, annual completion of IRS 990, monthly financial reports;
  6. To provide services to all residents of Parker County who meet agency program guidelines;
  7. To assist in the annual UWPC fundraising campaign; examples United With Purpose, Peach Pedal, Parker County United, etc.
  8. To support and promote the UWPC partnership by including the UWPC logo on all materials disbursed by the partner agency to the general public, on press releases, solicitations, media releases, brochures and advertising.
  9. To assure that programs are not primarily religious or political in nature; and to cooperate with other social agencies in promoting effective service, efficiency and economy of administration.
- This agency understands that failure to meet any of these basic standards as stated by UWPC may result in reduction or loss of funding.
  - This agency understands that by accepting UWPC funds, UWPC has the right to use your agency's name in our marketing materials.
  - Because community needs change and fundraising results cannot be predicted accurately, this agency understands that UWPC can make no guarantees of ongoing funding and may reduce or withdraw funding at any time.

**Executive Director:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Board President:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## ANNUAL STATEMENT OF AGREEMENT

Between  
United Way of Parker County  
and

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For the period beginning  
April 1, 2026 through March 31, 2027.

The purpose of this agreement is to define a cooperative and mutually beneficial relationship between the United Way of Parker County (UWPC) and its Partner Agencies. This agreement must be signed annually by both parties before allocations may be released. Dispersal of funds will be made based on fund availability.

### **GENERAL PRINCIPLES**

1. UWPC and the Agency will work together during the UWPC Annual Campaign. UWPC will seek the support of the Agency and the Agency will provide assistance as requested. Examples include: Peach Pedal, United With Purpose events and campaigns.
2. UWPC and the Agency agree to conduct operations based upon sound budget controls and fiscal procedures.
3. UWPC and the Agency agree to maintain a policy of "non-discrimination" in compliance with Federal and State guidelines and/or regulations.
4. A Program is defined as a set of related activities and outputs directed at common or closely related purposes that a meaningful portion of the agency's resources are dedicated to achieving.
5. This agreement shall be in effect for one year, commencing on April 1, 2027.

### **THE UNITED WAY OF PARKER COUNTY AGREES:**

1. Approved allocations to the agency for fiscal year 2026 shall be made on a quarterly basis, typically payable in July, October, January and April, pending review of the required quarterly reports from the Agency. UWPC may call meetings with the Agencies during the quarterly review process.
2. To honor donor-designated pledges to agencies. Designations to UWPC Partner Agencies will be paid as part of their regular allocations divided among payments they receive during the years.
3. The UWPC Executive Director will hold meetings with Agency Directors, as needed
4. To promote and support the Agency and Agency programs/services throughout Parker County.
5. To extend to the Agency the benefit of UWPC experience and assistance, as requested.
6. To give the Agency adequate notification and time to prepare quarterly reports, assist with fundraising and the allocation process.

### **THE AGENCY AGREES:**

1. To maintain "responsible management". To be governed by a qualified board of unpaid directors, which shall meet at least four times a year. The UWPC Executive Committee is authorized to determine "responsible management."
2. To operate sound financial practice meeting the basic standards of accounting. Provide when and as requested a compiled annual financial report, including but not limited to: annual IRS 990 and monthly financial reports submitted to the Agency Board.
3. The Agency will provide copies of registration with the IRS as a 501(c)3 organization and with the Texas Secretary of State as a nonprofit organization.
4. To display the logo of UWPC on all solicitations, fundraisers and printed materials dispersed to the general public by the Agency. The Agency will be presented as a UWPC Partner Agency in all public presentations.
5. To notify UWOC in writing of any major changes to its program or its ability to carry out its mission. This includes the start of new services, especially those that are significantly funded with UWPC dollars.
6. To present to the UWPC its funding request for that fiscal year together with such background information and materials as required by the UWPC Allocations Committee.
7. To provide completed UWPC quarterly report forms. Reports will be due in July, October, January and April on the 15<sup>th</sup> of the month. Failure to submit required reports by the designated deadline will result in forfeiture of that quarter's disbursement.
8. To use no funds allocated to the Agency from UWPC for any activity, service or program other than that for which it was granted.
9. Unexpended allocated funds in excess of \$500 will be returned to UWPC no later than April 30, 2027.
10. To refrain from participating in or planning Agency fundraising events during the UWPC annual fundraising events; examples include Peach Pedal (July), United With Purpose event (February), Annual Campaign (April).
11. Requests for exceptions to fundraising during blackout months should be submitted to UWPC in writing at least 90 days (or as soon as practical) prior to the event. The Agency understands any fundraising events held during UWPC events may affect the total dollars raised for and during the UWPC annual campaign, potentially affecting funds available for Agency programs.
12. Should the Agency receive funds from fundraising events held during the blackout period, the Agency will provide to the UWPC a report listing the amount of funds received.



## ANNUAL STATEMENT OF AGREEMENT (cont)

### THE UNITED WAY OF PARKER COUNTY AND THE AGENCY AGREE TO:

1. UWPC and the Agency agree that in the event UWPC is unable to meet its fundraising goal, or is otherwise unable to meet its financial obligations, the Agency may or may not receive funding as determined by the UWPC Board of Directors.
2. To maintain responsible management, a governing board and staff to administer its programs and/or services.
3. UWPC will conduct a thorough allocation review via the Board of Directors and/or community volunteers.
4. UWPC Board of Directors will review and recommend the funding level for each Agency to the UWPC Executive Director
5. The spirit of this agreement is one of complete cooperation between parties in order to best serve all citizens of Parker County, Texas.
6. Breach by the Agency of any provisions of this agreement may result in termination of this contract or reduction of funding by UWPC.

### UNITED WAY OF PARKER COUNTY

**Executive Director:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Board President:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### AGENCY

**Executive Director:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Board President:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## ANTI-TERRORISM COMPLIANCE MEASURES

In compliance with the USA PATRIOT ACT and other counterterrorism laws, United Way of Parker County requires that each agency certify the following:

"i hereby certify on behalf of \_\_\_\_\_ that all United Way funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders."

**Executive Director:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Board President:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## 2026 PROGRAM SUMMARY

(Complete pages 9-12 for each program under organization applying for funding if more than one)

Program Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

EIN #: \_\_\_\_\_ Contact Person/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

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Amount Requested for this program for 2026-27: \$ \_\_\_\_\_ % of Total Program Budget: \_\_\_\_\_

Estimated # of unduplicated Parker County residents to be served in 2026-27: \_\_\_\_\_

Unit cost per Parker County resident served: \$ \_\_\_\_\_

Check ONLY ONE Program Area:

- ☐ Income and Crisis
- ☐ Education and Youth
- ☐ Health and Wellness
- ☐ Seniors/Elderly

Expected Results of this Program:

A brief summary of the program is as follows:

This proposal was considered and approved on the \_\_\_\_ day of \_\_\_\_\_, 2026.

Executive Director:	_____	_____	_____
	Print Name	Signature	Date
Board President:	_____	_____	_____
	Print Name	Signature	Date

Date received by UWPC    /    /    .



**AGENCY:** \_\_\_\_\_

**PROGAM:** \_\_\_\_\_

Please tell us the unduplicated total number of clients you serve from each zip code for this program. Share as much information as you are able.

**Avg. Monthly Client Count:**

**# of Clients on waiting list:**

Families Below the Poverty Line:	2025 Total # of Clients Served
All Families	
Families - with children under 18	
Families - single parent female head of household	

Gender	# of Clients Served
Female	
Male	
Other	
Not Given	

Race/Ethnicity	# of Clients Served
Caucasion	
African American	
Asian	
Hispanic/Latino	
Other	
Not given	

Age Group	# of Clients Served
Under 5	
Ages 5-9	
Ages 10-14	
Ages 15-19	
Ages 20-59	
Over 60	

Education	# of Clients Served
Less than 9 <sup>th</sup> grade	
9th-12th grade, no diploma	
High School Graduate (or equiv.)	
Some college, no degree	
Associate's degree	
Bachelor's degree	
Graduate or professional degree	

Annual Income	# of Clients Served
Under \$10,000	
\$10,000 - \$19,000	
\$19,000 - \$39,000	
\$39,000 - \$59,000	
over \$60,000	
Not given	





## Publicity & Marketing

**AGENCY:** \_\_\_\_\_

**PROGAM:** \_\_\_\_\_

Information gathered on this form will be used for publicity and marketing purposes. This form will need to be completed for each program you are applying for.

**Client Success Story:**

Please share a client success story on how someone who received your services was impacted through the work of your organization that was made possible because of support from United Way of Parker County. Add additional sheets if necessary.

**3 Quick Facts:**

Please share 3 quick facts regarding information about your organization and the service(s) that you are able to provide because of funding provided by UWPC. (Example: your organization provided over 5,000 bags of groceries to individuals and families in Parker County.)

1.

2.

3.